

# BULLETIN

# EXAM

◆ EQUAL OPPORTUNITY EMPLOYER ◆ COMMITTED TO A DRUG-FREE STATE WORKPLACE ◆



915 L STREET  
SACRAMENTO, CA 95814

## ASSISTANT FINANCE BUDGET ANALYST

### OPEN EXAMINATION

EXAMINATION TYPE	The Department of Finance is holding an open examination for persons who meet the minimum qualifications listed below and are interested in the position of Assistant Finance Budget Analyst. APPLICATIONS WILL NOT BE ACCEPTED ON A PROMOTIONAL BASIS. All positions exist in Sacramento. Current employment with the State of California is not required.
POSITION DESCRIPTION	The Assistant Finance Budget Analyst is the entry and first working level in the series. Incumbents, under supervision, perform analytical and consultative duties of average difficulty, which are necessary to carry out the budget management functions of the Department of Finance. Assistant Finance Budget Analyst incumbents analyze, review, and make independent recommendations upon the budgetary and related fiscal affairs of one or more State agencies or departments; will be responsible for budget preparation including revenue forecasts, budget defense, and presentation; administration and control of approved expenditure plans; make surveys and investigations of operating agencies and consult with and advise responsible agency officials on fiscal organization, fiscal procedure and related problems, analyze budget requests and perform continuous budgetary control of appropriations; analyze legislation and prepare policy and issue analyses to summarize for either revenue or expenditure issues; analyze and justify budget programs; gather data and make studies on various problems arising in connection with financial administration; give information and instructions to officers and employees of State agencies concerning specific phases of budget and financial procedures; prepare reports and correspondence.
MONTHLY SALARY	\$4365
HOW AND WHEN TO APPLY	Submit "Examination and/or Employment Application" (Std. 678) to Department of Finance, Human Resources Office, 915 L Street, 6 <sup>th</sup> Floor, Sacramento, CA 95814. Applications must be submitted and/or postmarked by <b>March 31, 2006</b> , the final filing date. <b>Applications filed in person, delivered or received via interoffice mail after 5:00 p.m. on the final filing date, or postmarked after the final filing date will <u>NOT</u> be accepted for any reason.</b> Facsimile of applications will not be accepted. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.  <b>A CANDIDATE MAY BE TESTED ONLY ONCE DURING ANY TESTING PERIOD.</b>  In Section 12, Employment History, on your application (Std. 678) or an attachment, clearly indicate names, titles, organizations and dates with a concise explanation of the most important duties performed. <b>IT IS THE RESPONSIBILITY OF ALL APPLICANTS TO PROVIDE COMPLETE AND DETAILED DESCRIPTIONS OF QUALIFYING EXPERIENCE TO SUBSTANTIATE MINIMUM QUALIFICATIONS. THIS INFORMATION IS CRITICAL IN DETERMINING ACCEPTANCE INTO ANY EXAMINATION.</b>  <b>NOTE:</b> All degrees must be from an accredited college or university. <b>Applicants must show proof of degree prior to appointment as a Assistant Finance Budget Analyst.</b> The requirement for "Proof of Degree" means: a sealed official transcript conferring graduation or a letter from the Registrar's Office, on school letterhead, confirming degree attainment. Copies of degrees <u>WILL NOT</u> be accepted as proof of degree.  Reasonable Accommodation will be provided to applicants who need assistance to participate in the examination process. If you answered "Yes" to Question 2 on the State application, you will be contacted via telephone or mail to make specific arrangements.
SPECIAL EXAMINATION ARRANGEMENTS	
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	Applicants who are within six months of satisfying the experience or education requirements will be admitted to the examination, but must fully meet the experience or education requirements before being eligible for appointment.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Finance. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
MINIMUM QUALIFICATIONS	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", or "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. <div>Either I <b>Experience:</b> One year of experience in the California State service performing the duties of a Junior Staff Analyst, Range B. Persons applying experience toward this pattern must have had a full-time assignment in California State service preparing, justifying and analyzing, or controlling and administering budgets or budgetary programs, or analysis and forecasting of revenues.  Or II <b>Education:</b> Possession of a Master's Degree in any field.  Or III <b>Experience:</b> Two years of progressively responsible experience with duties involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary program, or analysis and forecasting of revenues. (Experience in the California State service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility of a Junior Staff Analyst, Range B.) (One year of graduate work in any field may be substituted for one year of the required experience.) <b><u>AND</u></b>  <b>Education:</b> Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</div>
SPECIAL PERSONAL	Demonstrated ability to act independently; flexibility; tact; and ability to act effectively under pressure.

Assistant Finance Budget Analyst

CHARACTERISTICS

EXAMINATION INFORMATION

This examination plan will consist of Work Sample Exercise and a Qualifications Appraisal Interview. The examination is weighted 100%. To obtain a position on the eligible list, a minimum rating of 70.00% must be attained. Competitors should be prepared to respond to related areas shown under the “Examination Scope”. CANDIDATES WHO DO NOT PARTICIPATE OR APPEAR IN THE EXAMINATION WILL BE DISQUALIFIED.

EXAMINATION SCOPE

Candidates will be tested on:

- A. Knowledge of:
  - Analytical procedures and methods.
  - Research techniques.
  - Statistical principles and procedures.
  - Principles of organization and management.
  - Principles and practices of public finance.
  - Principles and practices of governmental budgeting and accounting.
- B. Ability to:
  - Gather and analyze data.
  - Reason logically.
  - Follow written and oral instructions.
  - Speak and write effectively.
  - Draw valid conclusions and make appropriate recommendations.
  - Gain and maintain cooperative relationships with those contacted during the course of work.
  - Act independently.
  - Demonstrate flexibility and tact.
  - Act effectively under pressure.

VETERANS PREFERENCE

Veterans preference points will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the **Human Resources Office at (916) 323-4071 or TDD (916) 324-6547** three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the **Human Resources Office at (916) 323-4071 or TDD (916) 324-6547**, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front. Applications also available by accessing the State Personnel Board's website at <http://www.spb.ca.gov/stateapp.cfm>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**College Equivalence:** Equivalent degree (certificate)(diploma) approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b).

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veteran preference application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**State Drug Policy:** It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**Privacy Policy:** Pursuant to Government Code 11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1997. The Department of Finance Privacy Policy is posted on the Department's website at [www.dof.ca.gov](http://www.dof.ca.gov).

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
California Relay Telephone Service For The Deaf or Hearing Impaired:  
From TDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922 DT-O N (Rev. 10/86)